



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CEHR-E

8 April 1997

MEMORANDUM FOR DIVISION COMMANDERS, COMMANDERS/DIRECTORS LABORATORIES AND SEPARATE ACTIVITIES

SUBJECT: Downsizing Requirements

1. As the Department of Defense (DoD) and the Department of the Army (HQDA) continue to reduce their resources, the U. S. Army Corps of Engineers will continue to face the challenges of downsizing. We must deal with these challenges appropriately. Your strict adherence to approval and coordination requirements in your planning process will help us achieve this objective. To assist you in planning for reductions, enclosed is an information paper that highlights pertinent requirements regarding approval/notification, notice periods, separation pay, early retirement, and outplacement programs.
2. Since the beginning of the Voluntary Separation Incentive Pay (VSIP) program in 1993, the Corps has approved requests from approximately 2800 employees. VSIP continues to be a very beneficial tool in our efforts to manage downsizing requirements. Remember, VSIP may only be offered and approved where the acceptance of an incentive will result in aggregate net savings over a two-year period, and where such savings avoid a civilian involuntary separation. Voluntary Early Retirement Authority (VERA) has also been a valuable program during the downsizing process. DoD has delegated authority from the Office of Personnel Management to approve VERA requests until the end of FY 97. VERA requests must come through HQUSACE to be forwarded to HQDA and on to DoD for approval. This process is taking approximately four weeks to complete.
3. RIFs involving the separation of 10 or more employees, or any RIF caused by contracting out of more A/E work must be approved by me. Once approved, the RIF package can be submitted to HQUSACE, ATTN: CEHR-E. It must include a statement that I have approved the action. The Director of Human Resources will notify me of any RIF notifications you submit not requiring my prior approval.
4. Once management has decided that it is necessary to reduce the workforce by conducting a RIF, it is important to keep your employees informed of what is happening. You should inform them that while it may require HQDA approval, a RIF is being planned and the reasons why such action is necessary. It is important to be clear that while awaiting approval, you are only in the planning stages. General planning information concerning the downsizing action can be addressed at town hall meetings, activity newspapers, newsletters and memos to all employees. I caution you, however, that it is not appropriate to address specific numbers of employees to be involuntarily separated. The more employees are informed about what is going on, the chances

CEHR-E

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are that less turbulence and disruption will occur based on rumor and speculation.

5. If you have questions or require any further information, the CEHR-E staff is available to assist you. Rich Hastings is the action officer and you may call him at (202) 761-1760.

Enclosure

*Commander -
Director -
Want your strict
adherence to this
memo!*



JOE N. BALLARD
Lieutenant General, USA
Commanding